



THE COMMONWEALTH OF MASSACHUSETTS  
OFFICE OF CONSUMER AFFAIRS AND BUSINESS REGULATION

**DEPARTMENT OF  
TELECOMMUNICATIONS & ENERGY**

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**MEMORANDUM**

**TO:** Public Service Corporations and Other Interested Parties

**FROM:** Andrew O. Kaplan, General Counsel

**RE:** Checklist for Filing of Zoning Exemption Petitions

**DATE:** September 7, 2004

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Attached please find a checklist (Azoning exemption checklist@) that must accompany future filings made with the Department of Telecommunications and Energy (ADepartment@) seeking exemption from the zoning bylaws of a particular municipality under G.L. c. 40A, ' 3 or §6 of Chapter 665 of the Acts of 1956. The zoning exemption checklist sets forth the information and documentation that must be included in such a filing. Petitioners must provide the general information requested in Part 1 of the zoning exemption checklist, and must acknowledge that they have provided the information and documentation required in Parts 2 and 3 by checking each box to indicate that the requested information is provided in the filing. The completed checklist and all requested information and documentation must be submitted to the Department at the time the zoning exemption petition is filed. Failure to submit a completed checklist, or to provide the required information and documentation at the time of filing, may result in the filing being returned to the petitioner. Please note that minor revisions have been made to the checklist currently in informal use.

Use of this checklist will help ensure that petitioners submit all information necessary for Department review at the outset of the case. The Department anticipates that this practice will lead to more efficient zoning exemption proceedings. For ease of use, the Department plans to post this checklist on its website. If you have any questions, please feel free to contact me at (617) 305-3500, or to contact Diedre Matthews or Jolette Westbrook at (617) 305-3525.

Thank you.